



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-360-06-03

Date: October 21, 2005

SUBJECT: PER – Use or Lose Annual Leave

TO: All Employees

PURPOSE: To provide employees guidance on year-end annual
Leave regulations (Use or Lose)

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY:

This is to remind employees that any annual leave which exceeds personal annual leave ceilings at the end of the leave year could be forfeited if not used. For most employees, the maximum amount of annual leave that may be carried over from one leave year to the next is 30 days (240 hours).

The current leave year will end on January 7, 2006. Employees are reminded that any annual leave in excess of the 240-hour ceiling must be scheduled at least three (3) pay periods prior to the end of the leave year or at the latest, requested and approved by November 30, 2005.

Employees in a “Use or Lose” situation should play close attention to their leave balances and work closely with their supervisors to schedule and use any “Use or Lose” annual leave by the end of the current leave year. Supervisors should ensure that all employees with leave in excess of the 240-hour ceiling have requested, in writing, and received approval for any excess leave within the designated timeframes indicated. For individuals who are in the “Use or Lose” category and leave has previously been approved, leave should only be cancelled in cases of extreme urgency, generally, an exigency of public business such as a hurricane, earthquake, flood or tornado. Forfeited leave may also be restored and credited to an employee’s leave account as the result of an administrative error or illness which prevented the employee from taking their leave within the designated timeframes.

Allen Green, State Conservationist (STC), has the authority to approve all requests for restoration of annual leave for employees who are not under his immediate supervision. For employees under the STC’s immediate supervision, requests must be submitted to the Regional Assistant Chief, West for approval. Requests for restoration of annual leave must be made no later than April 1 of the following leave year. Restored annual leave must be scheduled and used no later than the end of the leave year that ends two (2) years after: (1) the date of the restoration

due to administrative error; (2) the date fixed by the head of the agency or designee as the date of termination of the exigency of the public business; or (3) the date the employee is determined to be recovered from illness or injury.

Employees who have annual leave that is subjected to forfeiture may also want to consider donating excess leave to the Voluntary Leave Transfer Program. You may only donate the number of work hours remaining in the leave year. All requests to donate leave must be submitted on the AD-1043, Leave Transfer Program – Donor Application form.

Please contact Susan Shortino, Human Resources Officer, at 720-544-2823 with any questions or concerns you might have.

/s/ LeRoy Hall (*for*)

ALLEN GREEN
State Conservationist